



# APPLICATION CHECKSHEET FOR LEAD CONTRACTOR

State Form 50745 (R / 9-03)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

**IDEM – Office of Air Quality  
Lead/Asbestos Section**  
100 N. Senate Avenue  
P.O. Box 6015  
Indianapolis, IN 46206-6015  
Phone: (317) 233-3861 or  
1-888-574-8150 (Nationwide)  
<http://www.in.gov/idem/air/permits/>

- NOTE:**
- ❖ DO NOT RETURN THIS SHEET WITH APPLICATION
  - ❖ This checklist is used by IDEM to review your Form 48739 "Application for Lead Contractor License" and is provided only to assist you in compiling a complete Standard Operating Procedures manual for submittal with the lead contractor license application.

## FOR OFFICE USE ONLY

Company Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Designated Employee Name: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

Paid by: Check ☐ # \_\_\_\_\_ Cash ☐ Money Order ☐

IDEM Receipt Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Customer Number: CST \_\_\_\_\_

### TYPE OF LICENSE

☐ NEW LICENSE ☐ LICENSE RENEWAL - Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### STATUS

☐ APPROVED ☐ DENIED PENDING ADDITIONAL INFORMATION

## PART A: CHECKLIST - GENERAL INFORMATION

► Has the contractor satisfied the following general requirements?:

YES	NO	RULE	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(4)	<b>General and personal information provided</b> If no, provide the following: _____
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(12)	<b>Proof of financial responsibility attached</b> Verified: _____
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(1)	<b>Indiana Project Supervisor License</b> Submitted copy of current Indiana lead-based paint Project Supervisor license
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2(4)(b)(7)	<b>Standard Operating Procedures (SOP) Manual</b> Copy of contractor's written standard operating procedures for the following regulatory programs: 326 IAC 1-1; 326 IAC 23-1; 326 IAC 23-4-11; 29 CFR 1926.62; and 29 CFR 1910.134  <b>NOTE:</b> SOP manual should include detailed, specific written procedures for contractor's compliance with Indiana's lead laws. This includes notification, work practice, and licensing requirements.

## PART B: CHECKLIST - 326 IAC 23-4

► Has the contractor satisfied the following requirements to comply with 326 IAC 23-4?:

YES	NO	RULE	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-4-1(a) & (b)	<b>Applicability of Rule</b> <b>NOTE:</b> <ul style="list-style-type: none"><li>❖ Any person or company performing lead-based paint activities shall comply with the appropriate work practices.</li><li>❖ A political subdivision or a state agency may not accept a bid for a lead-based paint activities project.</li></ul>

**PART B: CHECKLIST - 326 IAC 23-4**

► Has the contractor satisfied the following requirements to comply with 326 IAC 23-4?:

YES	NO	RULE	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-1-3, 7, & 63	<b>Definitions</b> (adequate quality control, child-occupied facility, target housing)
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-4-6	<b>Indiana notification requirements/contents/schedule/form</b>
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-4-7(1) - (8)	<b>Lead abatement procedures - interior</b> <ul style="list-style-type: none"> <li>❖ <input type="checkbox"/> Post warning signs</li> <li>❖ <input type="checkbox"/> Wall to wall carpeting</li> <li>❖ <input type="checkbox"/> Wrapped with six (6) mil polyethylene</li> <li>❖ <input type="checkbox"/> Area shall be sealed from nonwork areas</li> <li>❖ <input type="checkbox"/> After sealing off the work area, floors shall be covered,</li> <li>❖ <input type="checkbox"/> Forced-air heating and air conditioning systems shall be shut down,</li> <li>❖ <input type="checkbox"/> Alternative entrances and egresses that are located outside of the work area,</li> <li>❖ <input type="checkbox"/> Work area shall be cleaned with HEPA vacuum</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-4-8(1) - (3)	<b>Lead abatement procedures - exterior</b> <ul style="list-style-type: none"> <li>❖ <input type="checkbox"/> Uncontained water, and abrasive blasting</li> <li>❖ <input type="checkbox"/> Before abating lead paint using wet methods on exterior work areas, the following site preparation procedures shall be used: 23-4-8(2)(A-E)</li> <li>❖ <input type="checkbox"/> Before beginning to abate lead paint using dry methods on exterior work areas, the following site preparation procedures shall be used: 23-4-8(3)(A-D)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-4-15	<b>Notification fees</b>
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-4-9(1) - (6)	<b>Post-abatement clearance procedures</b>
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-4-10(1) - (4)	<b>Lead-based paint sampling procedures</b> Clearance sampling under section 9 of this rule shall be conducted as follows: <ul style="list-style-type: none"> <li>❖ <input type="checkbox"/> Dwelling will be selected for the random sample</li> <li>❖ <input type="checkbox"/> Dwellings are selected for dust sampling.</li> <li>❖ <input type="checkbox"/> A licensed supervisor or project designer shall prepare a report; the report shall include (A)-(F).</li> </ul>

**PART C: CHECKLIST - 326 IAC 23-4-11; 29 CFR 1926.62 and 1910.134**

► Has the contractor satisfied the following requirements to comply with 326 IAC 23-4-11?:

YES	NO	RULE	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-4-11(1) - (5)	<b>Lead-based paint abatement disposal procedures</b> Follow these procedures when disposing of lead- based paint waste- (1)-(5)
<input type="checkbox"/>	<input type="checkbox"/>	29 CFR 1926.62	<b>Construction Standard:</b> <ul style="list-style-type: none"> <li>❖ <input type="checkbox"/> Permissible exposure limit</li> <li>❖ <input type="checkbox"/> Regulated areas</li> <li>❖ <input type="checkbox"/> Exposure monitoring</li> <li>❖ <input type="checkbox"/> Engineering controls &amp; work practices</li> <li>❖ <input type="checkbox"/> Respiratory protection</li> <li>❖ <input type="checkbox"/> Protective clothing</li> <li>❖ <input type="checkbox"/> Clean change areas</li> <li>❖ <input type="checkbox"/> Hazard communications to employees</li> <li>❖ <input type="checkbox"/> Medical surveillance</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	29 CFR 1910.134	<b>Respiratory Protection Standards</b>

## PART D: CHECKLIST - 326 IAC 23-2-4(b)

► Has the contractor satisfied the following requirements to comply with 326 IAC 23-2-4(b)?:

YES	NO	RULE	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(4)	<b>Competency</b> Demonstrated competency in the field of lead project implementation and has read and understands 326 IAC 23 and 40 CFR 745.
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(6)	<b>Prior Contracts</b> A complete list of prior contracts for the previous 36 months for lead projects including names, addresses & telephone numbers of persons for whom projects were performed
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(8)	<b>Terminated Lead Projects</b> A description of any lead-based paint projects which were prematurely terminated or not completed, including circumstances surrounding termination
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(9)	<b>Contractual Penalties</b> A list of any contractual penalties related to lead-based paint activities that contractor has paid for noncompliance with contract specifications
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(10)	<b>Citations/Violations/Findings</b> Copies of any and all citations, notices of violation, or findings of violation levied against the contractor for violations of regulations pertaining to lead abatement and a description of how the allegations were resolved
<input type="checkbox"/>	<input type="checkbox"/>	326 IAC 23-2-4(b)(11)	<b>Legal Actions/Claims</b> A description detailing all legal proceedings, lawsuits or claims levied against the contractor or any of his/her past or present employees while employed by the contractor, for lead-based paint related activities

## PART E: CHECKLIST - OTHER

► Are the following items included with contractor application?:

YES	NO	RULE	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<b>326 IAC 23-2-4(b)(1)</b>	White colored lead signature cards signed and attached
<input type="checkbox"/>	<input type="checkbox"/>	<b>326 IAC 23-2-4(e)</b>	Two 1-½ inch by 1-½ inch recent color photographs of applicant attached
<input type="checkbox"/>	<input type="checkbox"/>	<b>326 IAC 23-2-4(b)(2)</b>	Application signed
<input type="checkbox"/>	<input type="checkbox"/>	<b>326 IAC 23-2-8</b>	Application fee of \$150 submitted with application

## PART F: REVIEWER'S COMMENTS

[illegible]